

Performance Milestone Reminder

Dear Team,

This is a friendly reminder regarding the upcoming performance milestones. Please review the following important dates and ensure that all necessary tasks are completed ahead of time:

- **Milestone 1:** [Date] - [Description]
- **Milestone 2:** [Date] - [Description]
- **Milestone 3:** [Date] - [Description]

We appreciate your hard work and dedication. If you have any questions or need assistance, please feel free to reach out.

Best regards,

[Your Name]
[Your Position]
[Your Company]